

ADMINISTRATIVE-INTERNAL USE ONLY

CHARTER
OFFICE OF RESEARCH AND DEVELOPMENT
CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Permanent Members
 - a. Chairman (Director/ORD)
 - b. Deputy Director/ORD
 - c. Chief, Management Staff/ORD
 - d. Division Chiefs
 - e. Such other permanent members as designated by the D/ORD
- (2) Executive Secretary
Administrative Officer (nonvoting)
- (3) Recording Secretary (nonvoting)
- (4) Such other voting and nonvoting members as appointed by the D/ORD to serve on a nonpermanent basis.

3. RESPONSIBILITY

It will be the responsibility of the ORD/CSP to consider the career management matters, to monitor the application and functions of the CIA personnel program as it applies to the personnel in ORD with "R" Career Service Designations and to also consider actions for other than "R" Career Service personnel. The CSP may delegate some of these responsibilities and duties to subpanels or committees.

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4. FUNCTIONS

a. The ORD Career Service Panel will develop and monitor a career management program for all personnel of the Office in the following matters:

- (1) Implementation of Agency and S&T Career Service Board personnel programs;
- (2) The policies and procedures for office career development, position assignment, promotion and training;
- (3) Other duties as directed by D/ORD.

b. The ORD Career Service Panel will conduct a competitive evaluation by rating and preparing a promotability list for all ORD personnel through GS-14, as required. (Evaluation of GS-15's prepared for input to D/ORD for information purposes only.)

c. The ORD Career Service Panel will review and make recommendations in the following areas:

- (1) Requests for promotions to grades through GS-15 in accordance with
- (2) Requests for all external training in excess of two weeks and costing \$500 or more;
- (3) Requests for internal training of more than 160 hours;
- (4) Recommendations regarding honorary, merit, and QSI awards;
- (5) Recommendations regarding marginal professional employees.

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5. PROCEDURES

a. Meetings will be at the call of the Chairman. A simple majority plus one, of the permanent members, will constitute a quorum. The Chairman will designate a member to serve in his absence. The Chairman will ascertain the consensus of the Panel in revolving issues, approving actions, and making recommendations.

b. Passage of any item will require approval of the majority of the voting members. A voting member is an individual who votes on personnel as to ranking, grouping, promotions, training, and any other matter that comes before the CSP. For assignment,

advancement, and retention actions only the permanent members shall vote. The Chairman votes in case of a tie. The Deputy Director does not participate in preparing the evaluation worksheets for ORD personnel but participates in the voting at the CSP meeting.

c. For a specific agenda item, a proxy, in writing may be submitted to the Chairman prior to the meeting.

d. Minutes will be recorded. The minutes will identify each issue coming before the Panel and will briefly summarize majority and minority views.

e. Minutes will be distributed "EYES ONLY" to CSP members for signature in time to be submitted to the Chairman within two weeks following the meeting.

Director of Research and Development